

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter IV Queries and Reports
	Section 7 Reports - Docket Report

This procedure demonstrates the steps to create a Docket Report based on search criteria.

STEP 1 Select **Reports** from the main menu.

STEP 2 The **Reports Events** screen will display.

◆ Click **Docket Report**.

STEP 3 The **PACER Login** screen will display. The user must enter their PACER login and password. Click **Login**.

STEP 4 The **Docket Sheet** screen will display.

Docket Sheet

Case number

☒ Filed to

☒ Entered to

Documents to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

☒ HTML

☐ Text

Sort by

◆ **Case Number** - Enter the complete case number.

◆ **Filed/Entered** - The **Filed** radio button is the default and is the recommended format to view the case docket. Selecting **Entered** will display the case docket arranged in order of the dates documents were entered into the system).


◆ **Documents** - Leave the fields blank if a full docket is requested. Otherwise, a user may limit the report to document numbers within a number range.

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- ◆ **Links** - The report defaults to **Include Terminated parties** (recommended). To access an NEF, place a check mark in the box.

<input checked="" type="checkbox"/> Include links to Notice of Electronic Filing
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- ◆ To view the NEF, click the silver ball preceding the document number.


12/14/2004	 4	Complaint by HighTower Inc against Bambi Poole. Filing Fee Paid. Nature of Suit: 424 (Obj/Revocation Discharge 727) (Attachments: # 1 Complaint Cover Sheet) (Shuler, Pam) (Entered: 12/14/2004)
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- ◆ **HTML** - The report defaults to **HTML** (recommended).
- ◆ **Sort by** - Click on the drop down list to highlight the desired criteria, which defaults to "**Oldest date first**" which is the system default (recommended). Click on the drop down list to select other sort choices.

Oldest date first
Most recent date first
Document number ascending
Document number descending

STEP 4 The **Docket Report** screen will display according to the selected criteria.

- ◆ Scroll through the docket report as desired.
- ◆ Clicking on any document number hyperlink will display the PDF image. Our example below has an one attachment which was appended to the document filed (Attachments: # [1](#)), and will also appear inside the docket text as a hyperlink.

10/27/2004	 10	Amended Schedules Schedule D, E & F Filed by Debtor John Smith . (Attachments: # 1 Local Form 4) (Cradic, Cam) (Entered: 10/28/2004)
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- ◆ The option to view Notices of Electronic Filing was selected, and a silver ball will appear next to the document number hyperlink. Click on the ball to view the NEF.

10/27/2004	10	Amended Schedules Schedule D, E & F Filed by Debtor John Smith . (Attachments: # 1 Local Form 4) (Cradic, Cam) (Entered: 10/28/2004)
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- ◆ The Select Receipt Type screen will display. The **Html** version is the default. Click **Display Receipt** to view the NEF.

Select Receipt Type.
☒ Html Version
☐ Text Version

STEP 5 To print the docket or Notice of Electronic Filing, click on the browser's **Print** icon. The user may also navigate between screens by clicking on the browser's back and forward buttons.